



ADMINISTRATIVE POLICY

Textbook Policy

Policy Contents

Required

- Policy Statement
- Reason for Policy
- Responsibilities
- History
- Additional Contacts

Optional

- Procedures
- Definitions
- Related Information
- Appendices

Effective Date: September 2008

Last Updated: April 2013

Responsible Officer: Dr. Kevin Beery

Enter officer title: VPAA

Policy Owner: Academic Affairs Committee

Enter owner name: Dr. Beery

Policy Contact: Faculty Administrative Assistant

Enter contact name: Gina Stillman

POLICY STATEMENT

At the time of registration the College discloses the pertinent information about required and recommended textbook(s) and supplementary materials, including the ISBN number and retail price, in the online college bookstore.

REASON FOR POLICY

The policy exists to ensure that students know the retail value of the textbook(s) and supplementary material required or recommended for any given class at the time of registration.

RESPONSIBILITIES

The Faculty Administrative Assistant uploads the course list for the upcoming semester to the college textbook provider and then sends a request to the professors to upload their textbooks to Akademos, who compiles it and posts it on the VFCC website under "Helpful Student Links, VFCC Online Bookstore" where it is available for students.

Each individual professor selects the textbooks and any supplementary material required or recommended for the course they are teaching. This is done by balancing the textbook needs of the course over and against the cost of those materials.

HISTORY

Valley Forge Christian College has been working with Akademos to provide this information to students ever since the college's physical bookstore closed a few years ago.

Procedures

Enter Content - Optional

List instructions in the order in which they should be carried out

DEFINITIONS

Enter Content – Optional

List unique terms that add to reader’s understanding

RELATED INFORMATION

Enter Content – Optional

Supportive content including related policies

APPENDICES

Enter Content – Optional

One or more documents that supplement the information or procedures
